How Do I Find an Employee in the Directory?

Navigation

1. Log into OneUSG HCM.

2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.

3. On the **Employee Self Service** page, click the **Company Directory** tile.

Select a Recently Viewed Employee

4. Click the **Display/Hide** icon in the **Favorite** section to hide the listing of favorite employees, as needed.

5. Review the listing displayed in the **Recently Viewed** section and click the desired employee name.

Select a Favorite Employee

6. Click the **Display/Hide** icon in the **Recently Viewed** section to hide the listing of recently viewed employees, as needed.

7. Review the listing displayed in the **Favorites** section and click the desired employee name.

Search for an Employee

8. To initiate a new search, click in the **Search Company Directory** field. NOTE: Click the **X** displayed on the right side of the field to clear previous search criteria.

9. Enter a search phrase in the **Search Company Directory** field. Then, click the **Search** icon. NOTE: Searches may be based on all or a portion of the following field information: **State, City, Business Unit** or **Company, Department, Job** or **Position Title, Location, Name, Email Address** and **Phone Number**.

10. If the search fails to yield any results, click the **< Company Directory** button and return to the search page.

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Refine the Search Results

11. If search results are displayed, the left menu displays key attributes about the selected employees.

12. Click one or more of the Attribute links to further refine and filter the search results set, as needed. NOTE: To remove an **Attribute** from the search conditions, click the **Delete (X)** icon.

View Employee Information

13. Click the desired **Employee Name** in the search results listing.

14. Click each item in the left menu on the **Profile** page, to view details of an employee profile:

    a. **Contact Information** – the default page view, which presents primary and additional contact information (phone, address and email).

    b. **Reporting Structure** – a hierarchical representation of direct supervisors and managers associated with the selected employee.

    c. **Directs** – Job, contact and location information about the selected employee's subordinates. NOTE: This menu item is hidden for employees with no direct reports.

    d. **Peers** – Job, contact and location information about the selected employee's co-workers.

    e. **Job Details** –HR information about the selected employee.

View the Employee's Organizational Chart

15. Click the **View Org Chart** link displayed at the top of the page.

16. Review the reporting structure and HR information displayed on the **Company Directory Org Chart** page.

17. Click the **< Profile: [Employee Name]** button on the blue **NavBar** to return to the **Profile** page.

View Employee Information Associated with Another Job

18. Click the **View Another Job** link displayed at the top of the **Profile** page.

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19. Review the listing of jobs assigned to the selected employee and click on the desired job to review. NOTE: The job currently displayed on the **Job Details** page is indicated by a checkmark in the left margin of the listing.

20. Click the **< Profile: [Employee Name]** button on the blue **NavBar** to return to the **Profile** page.

Add the Employee Profile to Favorites

21. To add a selected employee to the **Favorites** listing, click the ★**Add to Favorite Profiles** link at the top of the page.

Complete the Task/Sign Out of Application

22. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

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23. Click the **Sign Out** option in the listing.

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